APPENDIX D

COMMANDING OFFICER'S

SCREENING/INTERVIEW GUIDE - MARINE CORPS SECURITY FORCE DUTY

THE PRIVACY ACT STATEMENT FOR INFORMATION ON THIS FORMAT IS CONTAINED ON NAVMC FORM 11000, PRIVACY ACT STATEMENT FOR MARINE CORPS PERSONNEL AND PAY RECORDS.

THIS FORM IS TO BE DESTROYED UPON COMPLETION OF MARINE CORPS SECURITY FORCE SCHOOL OR AS LISTED IN DESTRUCTION INSTRUCTIONS. PRIOR TO THE MARINE'S DETACHMENT, A COPY OF THIS FORM WILL BE SENT TO THE CMC (MMEA-85) PRIOR TO THE MARINE DETACHING STIPULATING SUCCESSFUL OR UNSUCCESSFUL SCREENING BY THE COMMANDING OFFICER.

- 1. <u>Background</u>. This form is intended for use by career planners, administrative personnel, screening boards, and commanding officers during the selection process for MCSF duty.
- 2. Action. One copy of the completed Commanding Officer's Screening-ing/Interview Guide and Financial Worksheet will be placed on the left side of the Marine's Service Record Book prior to the Marine's transfer to MCSF. Thirty days prior to transfer, the commanding officer will re-certify that the Marine is still qualified for MCSF duty. One copy of the Commanding Officer's Screening/Interview Guide and Financial Worksheet along with certified copies of the Marine's page 11, 12, and 13 will be forwarded to the CMC (MMEA-85). The command will contact the CMC (MMEA-85) via naval message when there is a change in the Marine's status. Upon request, certain criteria may be waived by the CMC (MMEA).

RANK	NAME	SSN/MOS

GENERAL CRITERIA

1. Meets personal appearance and height and weight standards. The Marine must be within the Marine Corps height and weight standards. No unresolved history of assignment to weight control or personal appearance programs is authorized.

HT:		WT:	_NECK:	WAIST:		
DATE	MEASURED:				qual/not	qual

- 2. Displays maturity and dependability.
- qual/not qual
- 3. Has Marine assigned to "A" billet demonstrated adequate PMOS proficiency to serve independently?

qual/not qual

- 4. Has completed ENTNAC or NAC verified by the Marine Corps Total Force System.

 Date verified: _____ qual/not qual
- 5. Has two or fewer NJPs in current enlistment. qual/not qual
- 6. Has not been subject of NJP within last 180 days of date of detachment.

qual/not qual

7. Has no more than two page 11 counseling entries in career and has no page 11 counseling within 180 days of detachment concerning bad checks, letters of indebtedness or financial irresponsibility.

qual/not qual

8. Has completed financial statement Appendix F with \$500.00 net available funds.

qual/not qual

9. Is not pending disciplinary action.

qual/not qual

10. Has no service drug/alcohol abuse conviction.

qual/not qual

11. Has no prior service drug use waiver above the recruiting station level.

qual/not qual

- 12. Has no courts martial convictions. (For SNCO's: has no courts martial convictions within 5 years of date of detachment.)

 qual/not qual
- 13. Has required time left on current contract or agrees in writing to re-enlist or extend to meet assignment prerequisites in reference (e).

qual/not qual

14. Has completed rifle qualification during the calendar year if transferred after 30 June.

qual/not qual

MEDICAL CRITERIA

- 15. Is physically qualified as evidenced by Standard Forms 88 and 89 being executed no earlier than 6 months prior to detachment.

 qual/not qual
- 16. Is certified by medical officer to be "fit for all duties at sea and in the field."
 qual/not qual
- 17. Has no evidence of inappropriate behavior which would preclude serving in Marine Corps Security Force duty.

qual/not qual

18. Is dental qualified class I or II.

qual/not qual

19. Has completed all required medical or dental treatment prior to transfer.

qual/not qual

20. Has been advised that medical care in potential area of assignment may be limited for Marine and dependents.

qual/not qual

21. Meets GT composite score requirement:

High School graduate

80 90

Non High School graduate

qual/not qual

SNCO CRITERIA

22. Has demonstrated consistent leadership ability throughout career. qual/not qual

23. Has no permanent physical restrictions relative to performance of duties.

qual/not qual

MARINE ASSIGNED TO ACCOMPANIED TOUR IN NAPLES

1. Possesses a valid civilian drivers license.

qual/not qual

MARINE ASSIGNED TO "B" BILLET IN PRP COMMAND*

1. Has been screened in accordance with reference (n) and remarks have been made on page 11 of SRB per reference (o) par 4014.h.

qual/not qual/NA

2. Has completed ENTNAC or NAC within past 5 years or initiation of NAC prior to transfer.

qual/not qual/NA

3. Is a U.S. citizen.

qual/not qual/NA

4. Physical competence, mental alertness, and technical proficiency commensurate with duty requirements.

qual/not qual/NA

5. Evidence of dependability in accepting responsibilities and effectively performing in an approved manner; flexibility in adjusting to changes in working environment.

qual/not qual/NA

6. Evidence of good social adjustment and emotional stability and ability to exercise sound judgment in meeting adverse or emergency situations.

qual/not qual/NA

7. Positive attitude toward special weapon duties, including the purpose of the PRP.

qual/not qual/NA

8. Any alcohol abuse raises serious questions regarding an individual's acceptability for initial assignment in a PRP position. However, an isolated incident of alcohol abuse is not intended to be automatically disqualifying.

qual/not qual/NA

- 9. Any personnel determined to have pre-service or in-service abuse of any drug will be disqualified prior to initial assignment to a PRP billet. Pre-service experimental (infrequent) use of cannabis derivatives will not necessarily be the basis for disqualification.

 qual/not qual/NA
- 10. Has not demonstrated poor performance on the job or unreliability evidenced by an unauthorized absence or desertion. Evaluate all aspects of the individuals actions, keeping in mind that instances of past youthful indiscretions are not necessarily proof of unreliability or negligence.

qual/not qual/NA

11. Has no convictions of an offense, or involvement in a serious crime.

qual/not qual/NA

12. Does not display a poor attitude or lack of motivation which can be evidenced by a negative or pessimistic attitude (arrogance, inflexibility, or suspiciousness), unsound behavior (impulsiveness, destructiveness, or suicide threats), or aberrant mood (depressed or agitated).

qual/not qual/NA

13. OPNAV 5510/414 PRP screening and evaluation record (sample included in this Appendix) is completed and certified. Upon completion, it should be filed in the service record book SRB).

qual/not qual/NA

* Reference (n) gives further guidance on PRP screening and evaluation.

ADDITIONAL QUALIFICATION PREREQUISITES/COMMANDING OFFICER'S CHECK-LIST FOR ASSIGNMENT TO MARINE BARRACKS, WASHINGTON, DC

GENERAL CRITERIA (MEMBER OF CEREMONIAL UNITS)

- 1. Meets all criteria above excluding PRP screening requirements.

 qual/not qual
- 2. Has a high probability of attaining a satisfactory Single-Scope Background Investigation for Top Secret clearance and White House Access, Category Three.

qual/not qual

3. Has no NJPs.

qual/not qual

4. Has outstanding military appearance.

qual/not qual

5. Has no illegal drug use in excess of 3 uses of marijuana.

qual/not qual

6. Has demonstrated a marked ability to drill.

qual/not qual

7. Is a minimum of 72 inches and a maximum of 75 inches tall - male. Is a minimum of 68 inches and a maximum of 70 inches tall - female.

qual/not qual

PRESIDENTIAL SUPPORT DUTY AT CAMP DAVID

8. Meets requirements above.

qual/not qual

9. Meets requirements of 2 above for Top Secret and White House Access, Category One. qual/not qual

10.	Is a volunteer.	qual/not	qual
11.	Has a minimum GT composite score of 100.	qual/not	qual
12.	Has never been arrested.	qual/not	qual
13.	Has no more than 3 minor traffic violations.	qual/not	qual
	Is not a single parent.	qual/not	qual
15.	Has no illegitimate children.	qual/not	qual
	Has no medical problems, does not stutter.	qual/not	qual

ASSIGNMENT CONSIDERATIONS

Questions within this section are intended to gain information about the Marine being considered for MCSF duty to facilitate assignment. If the response is "No" the Marine is not necessarily disqualified.

- Marine is a U.S. citizen. (Required to be granted a clearance.)
- 2. Marine enlisted and was guaranteed MCSF duty on the enlistment contract. yes/no
- 3. Marine enlisted and was guaranteed duty on the west coast, east coast or overseas. (Circle one) EAST WEST OVERSEAS yes/no

ADMINISTRATIVE REQUIREMENTS

The following items must be accomplished by the transferring command to ensure the Marine is prepared for worldwide assignment upon receipt of orders.

Was tour length explained and record book entry made per reference (e).

yes/no

2. Was individual issued supplemental blue allowance?

yes/no

3. Has rifle and pistol qualification been annotated in the Marine's SRB? yes/no

I have	personally	screened					•
			GRADE	MAM :	E S	SN/MOS	
REMARKS	3 :						
(Ensure	the follo	wing signa	ature	page is	attac	hed.)	

Battalion/Squadron	SgtMaj's	Printed	Name	

Battalion/Squadron SgtMaj's Signature

Date

Commanding Officer Signature

Commanders will immediately inform the CMC (MMEA-85) if the selected Marine fails or fails to continue to meet the above requirements, or if any other factor exists (illness, accident, financial irresponsibility, etc.) which would affect the assignment to a Marine Corps Security Force unit. Sufficient detail should be provided to permit an evaluation for cancellation or modification of orders.

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PERSONAL RELIABILITY PROGRAM (PRP) SCREENING AND EVALUATION RECORD OPNAY From SSINGLE (3-94) INSTRUCTIONS

Course Internations

- n. His and maintains the completed OPNAV 5518/414 on the permanent ride of the corrier rested or for civilizat, in the official pursuant feiter \$00%. File OPNAV 3528/415 (\$-0% (Record Sealing for Personal Sealing Fregrand) in service second Self-hand side) and is the member's health records (right head side) to reflect uniquenest of the infinites to window for a position requiring extraordinary reliability. Mentily the individual to experience, menagers and other lines and staff officers for purposes of musting continuing evaluation.
- b. Pun changes to the GPNAV SSEMALA are acceptable provided they are inglike and are initialed by the Certifying Official. Changes will be underly ining through the incorrect information in the manus speas, and initiality by the Certifying Official.
- c. The Couldying Official will initial OPNAY ISSERTIA blusts to demonstrate review. Blade suggest will be used for corresponding huma that were our reviewed or partitions
- d. All data will be extend so that year, mostly and day are easily discreable. (primaritay, 2001.01).
- n. The remaining of pursuant reserve, the medical evaluation and the initiation of investigation may be constructed in very order the Conflying Official design appropriate
- 1. When me individual's OPHAY 55164414 in completely filled in, we become sugressible, a new OPHAY 55164414 will be prepared. Attack the old from to the new from and film in the newsearch record. The words "Constitution Short" shall be printed at the new form.
- g. Penamed in unhaing for, as parforming in, an anispament or pasifus designated to PRF Critical or Controlled are required to be revenued inhibity and continuously evaluated themselve to competing made the progress standards. This flows provides a format for documenting the required assembling and continuous evaluation process. Complete applicable ports of the form and Jubble appropriate blacks.

1. Part 1 - Personal Records Servasia.

- s. In motion 4., remark the type of investigation (ENTHAC: NAC, SSSI, SPE, FE, etc.). You may use the type investigation identified us the Experiment of the Recy Control Adjusticalism. Reality (DON CAP) message. Additionally, record the don the investigation was completed.
- b. Section b. In the indical assignment to a CHINCAL PRP purities. The corridying official is required to review the investigation that supports the indical assignment. The corridying official is required to review the investigation was reviewed. Once the initial seview is accomplished, there is no need to repeat the review for automatenessating or at unbanquent assumments.
- e. Inhird in section c. when the individual has a occurity clearance communicate with the accurity clearification of the information required,
- d. In spring d. Martify the type of PSF proceins emigratees.
- a. Borious the individual's survive record, official personnel fedicar other records retornel to PRP standards. In section a. initial the appropriate estama when notice is feverable.
- 2. Part II Madical Brainstipp. A medical evolution is required to detectain the individual's physical and month finance for PRP duties. The PRP medical evolutions may be based whitey necessary for they are sufficiently comprehensive and current. Where potentially depositlying information exists or on otherwise disputibling continues necessary to current medical entirety in required. Psychiatric contributions may be supremed if there are indicates. Of small or manifold disputes. As SF 808 may is the medical passed enganting the individual's acceptability for PRP duties is presented.
 - p. Initial in carties a, when the medical record review or medical enuminatoral evaluation was conducted by a competent medical authority. Decembed determination on the 35 cm
- b. Initial in auxion b. when the medical records review was necessificially wither medical percental specifically trained and designated by writing (n.g. HM's, Physician Amintanta, Marinet Coops officers and memor) and revented ne potentially disqualifying information. Document determination on the SY 600.
 - c. Indial is rection a, whose prescripity disqualitying information is present, the information is evaluated by a competent mulicul authority, and the individual is determined exhabit, for PEP application. The context determination on the SF 600 commenting on all potentially disqualifying information.

HITE. In all most, musical conditioning curries will be decreased on the 35°500, and the information provided to the condifying official for final PRF ministry determination.

3. Part III - Personal Interview and Britism-

- n. In section n., the intercurves will initial when the required intercioused briefing are combuted and the moule are assisfactory.
- b. In section k., for initial PRP uniqueness the individual will sign, dots, and initial column 1. When recreasing, the antividual will initial in columns 2/7.
- 4. Part IV Projectiony. Personnel who perform conditionations, counts, impired file component (LLC) changes, see,, and HOD personnel and their experience must be qualified by a formula common of instruction and experience for the duties they are to perform. All other personnel under the FMP must be qualified by a formula course of instruction or other supervised various many personnel to the duties they are to perform. In the traderiand may be continued for the duties they are to perform. In the traderiand may be continued to personnel analysis of the purpose. The experience requirements may be activated by con-the-job training or during the required inspectational plane. Enter proceeding inspectational requirements are duti.
 - a. Inhird in section a, when the individual has anither exponence or building and is undergoing supervised to the jet training. Reterent when appropriate
 - h. Initial section b. to appropriate

MOTE: Completion of Part IV is not required when conducting preliminary occasing incident to transfer to a course of instruction.

5. Page V - Cartiffends of Assentiality. Ensure all aspects of surraning are accomplished, traits a determination, initial the appropriate black and sign. Cartiffension of asseptibility must be made by the Communitary Officer. Executive Officer or PSP Cartifying Official.

4. Administrativa Turnivation

- m. A confilention of acceptability will be terminated administratively when an individual in repentance within the uses recognized from a FRP position to a new-PRP position for measure that use next disqualifying. Enter "Administratively Terminated" in the next successful column of OPNAY 5510414 (https://example.com/property-terminated in the next successful columns of OPNAY 5510414 (https://example.com/property-terminated in the next successful columns of OPNAY 5510414 (https://example.com/property-terminated in the next successful columns of OPNAY 5510414 (https://example.com/property-terminated in the next successful columns of OPNAY 5510414 (https://example.com/property-terminated in the next successful columns of OPNAY 5510414 (https://example.com/property-terminated in the next successful columns of OPNAY 5510414 (<a href="https://example.com/property-terminated-next-term
- b. The official organize the administrative termination shall be the Corollying Official.
- E. When an individual receives Permanent Change of Station (PCS) orders, the administrative termination is notamented. Burry on the UPNAV 5510414 is not required.

*U.S. Government Proting Office: 1984 — 326-081/20010

APPENDIX F

COMMANDING OFFICER'S FINANCIAL WORKSHEET

Disclosure of information on this format is voluntary. Possible adverse affects of nondisclosure could result in a decision being made to assign the subject to a special duty or independent duty assignment without consideration of information which, if known, might have had a bearing on that decision. The information solicited by this format is not to be included in any official system of records.

Ran	k	Last Name,	First Name	, MI	SSN/MOS	
Uni	t			MCC		
1.	<u>GEN</u>	ERAL INFORMATI	<u>ON</u>			
Mar	ried		Number of (excluding		dependants	
2.	MON'	THLY INCOME (N	ote 1)	4		
	a.	Base Pay			\$	
	b.	PRO/SEP Ratio	ns		<u>+</u>	
	c.	SDA Pay - D.I		CTR 375.0	0+	
	d.	Other Income	MSG 110.00		+	
	e.	Total Monthly	Income		\$	
3.	MAN	DATORY MONTHLY	DEDUCTIONS	(Note 2)		
	a.	FITW (Federal	Tax)		\$ <u>*</u>	
	b.	Social Securi	ty		+	
	c. .	Medicare				
	d.	SITW (State Ta	ax)			
	e.	SGLI				
	f.	Dental Family				
	g.	Charity (Note	3)			

	h.	Allotments: (Note 4)			
	i.	_		+	.•
	j.	Child Support/	Alimony	+	•
	k.			· · +	•
	1.	Total Mandatory	y Monthly Deductions	\$	•
4.		THLY CREDIT PAYN	MENTS/RECURRING BILLS & OF	BLIGATED DEB	TS
	a.	Car #1		.\$	
	b.	Car #2		.+	· .
	c.	Car Insurance		.+	
	d.	Personal Life	Insurance	.+	
	e.	Credit Cards:		+•	
				+•	
				+•	
				+	
				+	
				+	
				+	
	f.	Loans:		+	
				+	
				+•	
	g.	Other:		+	<u>. </u>
			***	+	
	h.	Total Monthly C	redit Payments	\$	

5.	NET	AVAILABLE FUNDS
	a.	Total Monthly Income\$
	b.	Total Mandatory Monthly Deductions +
	c.	Total Monthly Credit Payments+
	d.	NET AVAILABLE FUNDS\$
6.	ADD	ITIONAL INFORMATION (Note 6)
	a.	Savings Account(s): \$
	b.	Checking Account(s): +
	c.	Investments: +
	d.	Total Amount Available \$
	е.	Spouse Income\$ This income contributes to credit payments (Transferable Skill?)
	f.	Do you own a home or mobile home? yes/no When Purchased?
	g.	If yes, monthly payment: \$ (Mortgage Balance: \$)
NOT	E 1:	Do not include BAH in computing monthly income. BAH payments are considered to adequately cover housing expenses.
NOT	2:	Normally those deductions found on the LES
NOT	2 3:	NRS, CFC, USN/MC Retirement Home, etc.
NOTI	§ 4:	Explain the type of allotment. Do not include dependent allotments. (i.e. childs savings bonds, etc.)
NOTE	S 5:	Do not include those creditors that are paid by an allotment listed under MANDATORY MONTHLY DEDUCTIONS. Do not include rent, mortgage, utilities, telephone, etc. Do include recurring bills paid by spouse.
NOTE	6:	The items listed under ADDITIONAL INFORMATION are intended to provide amplification of your financial status. (Include mutual funds, IRA, etc., under savings investments)

Signature of Marine	Date
Based upon my assessment, I find this Qualified/Unqualified. The finding of the remarks below.	Marine financially of UNQUALIFIED is amplified in
Signature of Commanding Officer	